

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Implementation, AD-0301-00

FUNCTIONAL TITLE

Associate Director of Implementation

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 5

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Leads efforts to establish an integrated project management structure across the Agency. Directs projects to develop and implement consistent standardized business processes regarding project management, program management, and process improvement principles and practices across the Agency related to BIL and other strategic priorities. Leads efforts to develop an integrated master schedule that visualizes all infrastructure and reconciliation implementation activities across EPA and can be used to easily identify projects based on owner, status, and dependencies. Works with Agency senior leadership, managers, and division representatives to establish such processes, communicating across the Agency regarding the use of and specific requirements for project management and process improvement, and providing clear and consistent direction for the implementation of such business processes. Works with leadership to develop and execute the most effective and practical approach by which to bring these plans to fruition.
2. Works collaboratively with program, support, and regional offices to document and support implementation activities. Works closely with the Senior Advisor to the Administrator and other Associate Directors of Implementation. Determines appropriate products or services with stakeholders to define project scope, requirements, and deliverables. Develops, modifies, or provides input to project plans, coordinates and integrates project activities, and works with various Agency representatives to implement project plans to successfully meet objectives. Manages, leads, or administers project resources. Monitors project activities and resources to mitigate risk. Makes improvements, solves problems, and/or takes corrective action when problems arise.
3. Provides expert guidance on strategy development, organization strategy and design, performance measurement, and project management. Coordinates efforts of the project teams, information technology platforms, process improvement efforts, and services across the Agency. Manages the creation of a common set of standardized project

management principles, practices, and templates for managing various organizational projects. Standardization refers to consistency of the application of rules and management tools in executing and tracking the progress of various projects and the associated metrics. Monitors project activities for achieving agreed upon milestones, verifying and validating cost projections, meeting user requirements, and delivering projected benefits.

4. Develops and coordinates development of status reports and briefings, data collection and analysis, and action plan/project plan development. Gives presentations or briefings on all aspects of the project to include Phase, Milestone, and Final Project Reviews. Identifies project documentation requirements or procedures. Works with project representatives and participants Agency wide to develop and implement Product Release Plan.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Air and Radiation

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Air and Radiation, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. The incumbent of this position will advise the Assistant Administrator on implementing the Administration's programs and priorities for clean air. Specifically, the incumbent will review draft regulations and related documents for effective treatment of compliance issues and consistency with NEXTGEN compliance principles. The incumbent will advise the Assistant Administrator and Office of Air and Radiation executives on compliance mechanisms to benefit traditionally overburdened and underserved populations and will provide advice on various policy aspects of specific rulemakings, including but not limited to climate change. The incumbent conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.
2. The incumbent will represent the Assistant Administrator at high-level meetings within the Agency. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. Meetings will be for the purpose of fact finding, problem solving, and policy development.
3. The incumbent will offer recommendations regarding policy options as well as strategies for resources management at the programmatic level. The incumbent will review briefings, speeches, informational materials, correspondence, and other documents for conformance to the Administration's objectives. They will identify and coordinate activities, major policy, or process issues requiring management attention.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

FUNCTIONAL TITLE

Chief of Staff and Senior Equity Advisor

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 2
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. As the Senior Equity Advisor, supports the Agency's focus on environmental justice and equity by proposing, advising on and implementing environmental justice programs across the Region. The incumbent provides advice on policy and strategic development, organizational planning and coordination, and external engagement as they relate to environmental justice and equity.
4. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
5. Represents the Regional Administrator and the Agency at all levels of government,

including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

6. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
7. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
8. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
9. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
10. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
11. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 6
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Supports the Agency's focus on environmental justice by proposing, advising on and implementing environmental justice programs across the Region. The incumbent provides advice on policy and strategic development, organizational planning and coordination, and external engagement as they relate to environmental justice.
4. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
5. Represents the Regional Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and

comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

6. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
7. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
8. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
9. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
10. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
11. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Policy and Programs, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Land and Emergency Management

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Land and Emergency Management, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. Provides independent technical, and policy advice to the Assistant Administrator (AA) on issues, policies, and legislative matters relating to the planning process, and recommends alternatives based on assessments, analysis, reports, general information, and other sources (as supplemented by a continuous awareness of major national issues and policies supported or advocated by members of Congress, the President, the Administrator, and other related individuals and groups).
2. Using continuous knowledge of emerging legislation and regulatory issues of interest to the AA and Office of Land and Emergency Management (OLEM), anticipates areas of concern and provides recommendations to the AA and senior management. Identifies problem areas, develops and recommends solutions and specific policy initiatives in relation to highly urgent and sensitive operational and/or implementation matters. Arranges for the implementation of specific policies and recommendations, including making action assignments to the appropriate organizational element. As directed, provides direction to and/or leads staff in the analysis of implementation of problems or issues reaching OLEM.
3. Maintains high level of interaction with OLEM's Office Directors, Deputy Office Directors, Division Directors and staff in order to independently monitor and assess progress on legislative and regulatory issues of concern to the AA and OLEM's mission and goals. Provides independent assistance to senior management in long range planning, policy formulation, implementation, control, and coordination of OLEM programs.
4. Represents the Assistant Administrator and the Agency at all levels of government including Federal, State, local agencies and at private industry and citizen groups; provides information and advice on OLEM's activities and programs. Interprets existing and proposed plans and policies. Applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to

promote OLEM and Agency plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, negotiates agreements at all these levels and advises management including the Assistant Administrator on courses of action which should be taken. Represents authoritatively the AA and the Agency in responding to external inquiries of considerable importance concerning Agency policies and positions on legislative and regulatory issues, including coordination of meetings, conferences, and policy forums.

5. Represents and speaks authoritatively for the AA and OLEM at important meetings and conferences involving high level officials of the Agency, other Federal agencies, State and local governments, citizen groups, and others. Presents the AA's point of view and explains policies and programs. Maintains continuous awareness of major national issues and policies supported by members of Congress, the President, the Administrator and other related individuals and groups. Since contacts typically have diverse viewpoints and motives, the incumbent will have to be persuasive to achieve a common understanding of the problem and a satisfactory solution. Influences managers or other officials to accept and implement findings and recommendations that support the AA's and Administrator's mission and objectives.
6. Keeps alert and informed on current policies, programs and procedures of OLEM, the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches.
7. Performs special studies and prepares reports and position papers on urgent and sensitive matters of particular interest and concern to the AA and senior management. Acts to ensure that particular policies, viewpoints, needs, and concerns are clearly understood, and that conflicting views or controversial issues are resolved or synthesized. Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor to the Administrator
AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Administrator
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Administrator, EX-0340-00

STATEMENT OF RESPONSIBILITIES

- The Senior Advisor to the Administrator works closely with the Deputy Administrator and Chief of Staff to set policy objectives for implementation of key programs as identified by the Deputy Administrator and Chief of Staff. The incumbent provides guidance, support, and recommendations to meet policy goals.
- Leads a cross-cutting intra-agency team to develop plans and drive implementation of the plans to achieve the key program policy objectives. Such plan implementation should include:
 - Developing performance metrics and tracking progress against those indicators, such as timeline for deploying funds and specific community and national outcomes;
 - Directly supporting program offices on the design and implementation of priority initiatives;
 - Building the capabilities of individual program offices such as through data and analytics support, accelerated staffing and hiring, execution coaching, and change management.
- Provides expert, independent, and confidential advice to the Administrator. Incumbent is recognized as an expert and authoritative representative of the Administrator and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives.
- Identifies and coordinates activities, major policy, or process issues requiring management attention. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. In particular, analyzes the impact of policy directives from within the Agency, the Office of Management and Budget, and other Federal agencies. Develops recommendations for problem resolution and monitors the

implementation of such resolutions. Collaborates with senior leadership, providing advice and counsel on the need for changes in methods, procedures, and policies to strengthen programs or processes.

- Functions as a senior level liaison with external organizations and stakeholders to represent the view of the Administrator and interests of the Agency. Presents the Administrator's viewpoints to external groups and promotes closer relationships between the Agency and appropriate outside organizations in areas of mutual benefit. Represents or negotiates on behalf of the Administrator with experts in working groups across government and with EPA partners and stakeholders (State, Tribal and local governments, environmental organizations, and others). Represents the Administrator at meetings, conferences, and seminars sponsored by the Agency and/or external organizations. Serves as a representative of the program to convey points of view, desired emphasis and goals in matters falling within the incumbent's area of responsibility.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Senior Advisor for Community Outreach, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 7
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as a senior advisor to the Regional Administrator. Provides advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues. Provides insightful recommendations and leadership to regional management and staff and supports recommendations with examples and case studies. The incumbent uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in community engagement, messaging and facilitation. Analysis and recommendations impact short-term and long-term strategic planning.
2. Maintains a continuous awareness of the major national legislation, executive orders, regulations and policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Regional Administrator concerning their involvement in the strategic direction of Region 7's community engagement efforts and policies. Identifies critical issues and collaboratively (with the affected Region 7 programs) develops potential corrective courses of action.
3. Serves as a policy analyst with a focus on analyzing, influencing, and communicating policy and expertise regarding community engagement. Provides expertise to the Region regarding community engagement on controversial issues and for historically unreceptive communities and considers an array of complex variables within a broad field to include but not limited to community history, needs, and Agency authority. Collaboratively works with managers and staff, makes realistic assessments of the political and Agency environment in which policy alternatives will be considered, chosen and implemented, keeping in mind that the portfolio of community engagement is subject to general Agency policies and operating requirements. The incumbent plans, coordinates, and carries out often highly visible, complex projects with socio-economic impacts, often involving senior levels of the EPA, other Federal agencies, State environmental agencies, and elected officials.
4. Collaboratively develops innovative policy positions, policy and programmatic options, and

technical guidance on future policies regarding community engagement. Evaluates divergent professional opinions affecting significant, environmental issues to define feasible options, including the consequences of the adoption. Exercises considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, develop, and present authoritative information or analyses on controversial and nationally important subjects related to the development and implementation of policies.

5. Consults with senior Agency leaders to incorporate stakeholder concerns into Agency actions. Confers with key officials within the Agency and across Federal agencies to determine cross-cutting program requirements and develop viable solutions acceptable to all parties involved. Coordinates sensitive community policy issues with the Agency and between the Agency and other Federal agencies, Congress, States, tribes, industries including produce growers, public interest groups, and others. The incumbent is an authority on community engagement, adding knowledge of unique circumstances which involve the transection of diverse communities and public health and environmental policy.
6. May serve as an expert representative of the Agency at national and international conferences on EPA's community engagement programs.
7. Represents the Regional Administrator at meetings and conferences and negotiates significant or controversial matters on behalf of Agency decision-makers with high-level officials, from industry and other Federal agencies, working to develop, advance, and encourage EPA's community engagement efforts. Participates as a recognized authority in intergovernmental and technical forums. Collaboratively, coordinates and facilitates projects requiring cross-team interaction within Region 7, and the Agency relating to community engagement. Recognizes that colleagues both internal and external to the Agency often have diverse viewpoints, goals, or objectives requiring the incumbent to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.
8. Develops and delivers regional training on community engagement, conflict-management and issue de-escalation.
9. Keeps abreast of new developments within and outside the Federal sector pertaining to community engagement and provides advice to the Regional Administrator on strategies to accommodate such developments. Reviews and evaluates alternative and sometimes conflicting national, Regional, and State positions and actions on community-related environmental policies and programs. Recommends new standards and approaches in light of emerging trends and technologies.
10. Performs other duties as assigned.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Environmental Protection Specialist, AD-0028-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Administrator
Office of Policy

TITLE AND GRADE OF SUPERVISOR

Associate Administrator for Policy, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Analyzes and researches regulations, programs, and policies related to climate emissions reduction, climate adaptation and resilience, sustainability, community revitalization, economic growth, and environmental protection to recommend strategies that will influence environmentally responsible policies and practices at the Federal, state, and local government levels. Develops informational and outreach materials based on results of analysis and to raise awareness of environmentally responsible development practices and community coordination efforts, prepares recommendations and identifies options for how to best present information to stakeholders and the public.
2. Leads a wide variety of research, analytical and evaluative work, projects and/or studies related to cross-cutting issues such as the implementation of Executive Order on Tackling the Climate Crisis (EO 14008), the National Environment Policy Act (NEPA), and collaborating with EPA program offices and senior leaders on issues such as integrating electric vehicle charging infrastructure into sustainable communities, financial disclosure of climate-related risks, and climate adaptation, resilience, and mitigation.
3. Leads the delivery of technical assistance to EPA program offices and regions, other Federal agencies, and state and local governments in the application of a broad array of climate change strategies aimed at improving environmental outcomes, particularly in communities with environmental justice concerns, including small towns and rural communities. Manages contracts, grants, and inter-agency agreements that support technical assistance delivery.
4. Leads and facilitates effective teamwork and information-sharing among peers within the Office. The work requires review of emerging issues; synthesis and straightforward presentation of complex information; defining, describing, and comparing policies; assessment of political and institutional constraints; effective coalition-building and peer interaction; and skilled communication and presentations to practicing professionals, policy makers, Federal staff, and external partners such as state, tribal, and local governmental representatives as well as community leaders, the business community, and other stakeholders.

5. Builds and maintains working relationships and collaboration with senior level program managers within EPA Headquarters and Regional offices and with senior financial, economic, policy executive, and legislative officials in industry and environmental associations, private firms, academia, state, tribal, and local government, Congress and other Federal agencies.
6. Writes and edits outreach materials, such as speeches, reports, web-site materials, Congressional testimony, controlled and uncontrolled correspondence, ensuring that EPA's activities and messages regarding community revitalization are effectively communicated to state and local partners and other governmental partners, non- governmental organizations, the development community, and to the public. Researches, gathers, analyzes, evaluates, and coordinates review of material by appropriate parties to ensure accuracy and appropriateness of information released.
7. Works independently and with organizations within EPA, including other parts of the Office of Policy, program offices, the press office to: 1) identify and pursue opportunities to institutionalize and publicize best practices and methods of integrating environmental justice into governmental policies, programs, and activities; 2) support cross-agency coordination for adoption of strategies, policies, and investments that produce better environmental, public health, and economic development outcomes for communities; and 3) provide expertise on issues of program and policy evaluation, strategic planning, program and/or organizational development.
8. Prepares status reports and studies which pertain to unique problems of complexity, and of special depth that require imaginative and novel approaches.
9. Represents the Associate Administrator (AA) and Principal Deputy Associate Administrator (PDAA) for Policy and the Agency at all levels of government, including on White House workgroups and Federal Interagency workgroups. The position is empowered to speak on behalf of the Associate Administrator. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Associate Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.
10. Conducts special assignments for the Associate Administrator on matters of special concern to the Agency, including Administration priorities such as electric vehicles and critical minerals (per Executive Orders) that come down from the White House or the Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Associate Administrator through personal briefings.
11. Represents the Associate Administrator in discussions with key members of the Agency

in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Associate Administrator on matters discussed and recommendations made.

12. Represents the Associate Administrator and PDAA in internal meetings which can include confidential information. Supports the AA and PDAA in office operations and communications with staff.
13. Performs other duties as assigned.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 4
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
4. Represents the Regional Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
6. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
7. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
8. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
9. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
10. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Assistant Administrator for Regulatory Affairs, AD-0340-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of Water
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Water, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as the alter ego of the Assistant Administrator (AA) for Water, sharing fully in the responsibilities of managing the Office of Water in coordination with the Deputy Assistant Administrator for Management and the Deputy Assistant Administrator for Strategic Initiatives. Works under the direction of the AA in the planning, coordination and overall direction of OW program activities relating to regulatory affairs.
2. The Deputy Assistant Administrator (DAA) for Regulatory Affairs oversees the overall regulatory agenda of the Office of Water ensuring that regulatory actions stay on schedule. The incumbent oversees development of key regulatory efforts as directed by the AA and provides advice, guidance and technical direction addressing regulatory affairs and makes recommendations to the Office of Water senior management on the need for changes in organization, methods, procedures, and policies in relation to program objectives.
3. As a trusted authority on regulatory affairs, the DAA advises the Assistant Administrator on a variety of topics including overall program goals, objectives, policies, strategies and managerial approaches in relation to regulatory affairs. The incumbent develops goals and objectives that integrate OW program objectives with regulatory affairs. Establishes, revises, or reviews policies, procedures, and mission objectives, as necessary to eliminate work problems or barriers to mission accomplishment. Interprets, analyzes, and applies laws, regulations, and other guidance applicable. Provides OW management and staff with direction and advice regarding policies, procedures, and guidelines.
4. Performs complex trend analysis of regulatory affairs to identify trends and developments which appear to significantly influence long-range program plans. When making recommendations based on their analysis, the incumbent considers the broad impact of program plans, as well as goals and mission objectives. These recommendations improve efficiency. In coordination with the OW top management, including the Deputy Assistant

Administrators, the incumbent directs actions concerning emerging problems of national significance.

5. Engages with Congress, State and local government officials on key regulatory actions. Represents the Agency, the AA and/or OW on various task force, panel and/or committee meetings both internal and external to the Agency. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by influencing contacts, arriving at a compromise, or developing suitable alternatives.
6. Undertakes assignments on projects of special concern to the Assistant Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships with external stakeholders. Establishes contacts at the highest levels and develops a strong network of external and internal peers in order to develop information, evaluate findings, provide consultative feedback and prepare reports incorporating conclusions and specific recommendations. The incumbent often justifies, defends, negotiates, or settles matters involving significant or controversial matters including recommendations affecting major programs. The incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations despite contacts often having conflicting objectives and limitations to available resources. Provides information to the Assistant Administrator through personal briefings.
7. Directs the work of senior career staff engaged in the implementation of regulatory programs. Assures that personnel are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner. This involves acquiring staff with the necessary knowledge, skills, abilities, and/or potential through appropriate workforce planning, recruitment, and selection processes; delegating work among subordinate groups and individuals; establishing performance standards, appraising staff against these standards, and taking appropriate actions; assessing individual capabilities and needs and providing coaching, counseling and career development opportunities; and dealing with employee relations matters, including resolving conflicts, attending to morale and organization climate issues, handling labor-management and Equal Employment Opportunity issues, and taking disciplinary actions.
8. Performs other related executive duties as assigned.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Special Advisor for Implementation, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Administrator

TITLE AND GRADE OF SUPERVISOR

Chief of Staff, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Provides expert, independent, and confidential advice and counsel to the Chief of Staff and the Director of Implementation. Incumbent is recognized as an expert and authoritative representative of the Office and provides advice and expertise on developing, managing, evaluating and implementing strategies, policies and directives relating to BIL.
2. Serves on the Implementation Team. Supports the Director of Implementation in developing plans and driving implementation of the plans to achieve key BIL program policy objectives. The Implementation Team:
 - a. Develops performance metrics and tracks progress against those indicators, (such as timeline for deploying funds and specific community and national outcomes), and if issues arise identifies problem areas and makes decisions on an alternative course of action;
 - b. Directly supports program offices on the design and implementation of priority initiatives;
 - c. Builds the capabilities of individual program offices such as through data and analytics support, accelerated staffing and hiring, execution coaching, and change management;
 - d. Ensures that EPA can engage as one Agency when discussing BIL with the White House, Office of Management and Budget (OMB), and other stakeholders;
 - e. Develops and maintains an integrated Agency implementation plan;
 - f. Promotes cross-EPA collaboration and information sharing;
 - g. In coordination with the Office of the Chief Financial Officer (OCFO), promotes project delivery best practices in implementation of BIL programs, providing central leadership on BIL resource decisions, and supporting offices in implementing the highest standard of program integrity practices.
3. Identifies and coordinates activities, major policy, or process issues requiring management attention. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides recommendations through written and oral presentations. In particular, analyzes the impact of policy directives from within the Agency, the White House, and other Federal agencies.

Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs.

Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions.

Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.

4. Provides managers and staff with assistance, guidance, support, and recommendations to meet implementation program goals and objectives.
5. Functions as a senior level liaison with external organizations in matters concerning the BIL implementation in the Agency. Presents the Agency's viewpoints to external groups and promotes closer relationships between the Agency and appropriate outside organizations in areas of mutual benefit. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. Represents or negotiates on behalf of Agency decision-makers with experts in working groups across government and with EPA partners and stakeholders (State, tribal and local governments, environmental organizations, and others). Represents the AA at meetings, conferences, and seminars sponsored by the Agency and/or external organizations.
6. Serves as a representative of the program to convey points of view, desired emphasis and goals in matters falling within the incumbent's area of responsibility. Responds to external requests for Agency information from the Congress, the White House, oversight bodies, and external partners. Maintains effective relationships with interested groups. Incumbent establishes contacts at the highest levels of leadership to develop information, evaluate findings, devise recommendations, and incorporate solutions for improvements to operations.
7. Prepares and/or delivers remarks and presentations in areas of expertise; represents the Agency in Federal workgroups, briefings for Congressional staff, meetings with other Federal or State agencies, tribal governments, the regulated community and other stakeholders.
8. Performs other duties as assigned.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Assistant Administrator for Pollution Prevention, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Chemical Safety and Pollution Prevention
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Assistant Administrator for Toxic Substances, EX-0340-00

STATEMENT OF RESPONSIBILITIES

1. As a key advisor, the Deputy Assistant Administrator (DAA) for Pollution Prevention provides expert advice to the Assistant Administrator (AA) and other OCSPP and Agency management on high-profile pollution prevention program activities and serves as an advocate for the Agency's work in this area. The incumbent provides regulatory and programmatic expertise on pollution prevention regulations including the Pollution Prevention Act.
2. The DAA works collaboratively with the Directors of the Office of Pollution Prevention and Toxics (OPPT) and the Office of Pesticide Programs (OPP) to develop and implement policies and procedures. The incumbent is recognized as an expert and authoritative representative of the Office and provides advice and expertise on developing, managing, evaluating and implementing pollution prevention program strategies, policies and directives. The OPPT and OPP Directors manage the implementation and integration of these efforts within the respective Office's programs.
3. As a trusted authority on pollution prevention programs, the DAA advises the Assistant Administrator on a variety of topics including overall program goals, objectives, policies, and strategies. In coordination with the OCSPP top management, the incumbent shall coordinate the development and application of OCSPP policies.
4. Performs complex trend analysis of existing pollution prevention program policies and activities to identify trends and developments which appear to significantly influence long-range plans. When making recommendations based on their analysis, the incumbent considers the broad impact of program plans, as well as OCSPP goals and mission objectives. These recommendations improve efficiency and program management. Identifies and coordinates activities, major policy, or process issues requiring management attention.
5. Identifies and performs in-depth analyses of issues, analyzes the consequences of adopting various proposals and policies, develops options and alternatives, and provides

recommendations through written and oral presentations. Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. In particular, analyzes the impact of policy directives from within the Agency, the Office of Management and Budget, and other Federal agencies. Develops recommendations for problem resolution and monitors the implementation of such resolutions.

Recommendations are based on analyses, reports, general information, and other sources as supplemented by a continuous awareness of Agency policies, issues, and programs. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.

6. Presents OCSPP viewpoints to external groups and promotes closer relationships between OCSPP and appropriate outside organizations in areas of mutual benefit. Works with political leadership across the Federal government to provide policy support for pollution prevention program activities. Actively participates in conferences, meetings, or presentations involving problems or issues of considerable importance. Keeps abreast of policies, programs, and procedures of the Agency and is knowledgeable of major programs and organizational relationships. Represents or negotiates on behalf of Agency decision-makers with experts in working groups across the Federal government and with EPA partners and stakeholders (State, Tribal and local governments, environmental organizations, and others). Represents the AA at meetings, conferences, and seminars sponsored by the Agency and/or external organizations. Serves as a representative of the program to convey points of view, desired emphasis and goals in matters falling within the incumbent's area of responsibility. Contacts typically have diverse viewpoints, goals, or objectives requiring the incumbent to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.
7. Undertakes assignments on projects of special concern to the Assistant Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships with external stakeholders. Establishes contacts at the highest levels and develops a strong network of external and internal peers in order to develop information, evaluate findings, provide consultative feedback and prepare reports incorporating conclusions and specific recommendations. The incumbent often justifies, defends, negotiates, or settles matters involving significant or controversial matters including recommendations affecting major programs. The incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations despite contacts often having conflicting objectives and limitations to available resources. Provides information to the Assistant Administrator through personal briefings.
8. Performs other duties as assigned.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 5
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
4. Represents the Regional Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
6. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
7. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
8. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
9. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
10. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

FUNCTIONAL TITLE

Chief of Staff and Senior Advisor for Climate and Equity

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 1
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Supports the Agency's focus on climate and equity by proposing, advising on and implementing related programs across the Region. The incumbent provides advice on policy and strategic development, organizational planning and coordination, and regional engagement as they relate to climate and equity.
4. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
5. Represents the Regional Administrator and the Agency at all levels of government,

including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

6. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
7. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
8. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
9. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator.
10. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 9
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
4. Represents the Regional Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
6. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
7. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
8. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
9. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
10. Performs other duties of a close and confidential nature.

STATEMENT OF WORK

TITLE, SERIES, GRADE

Chief of Staff, AD-0301-00

ORGANIZATION

U.S. Environmental Protection Agency
Office of the Regional Administrator Region 8
Immediate Office

TITLE AND GRADE OF SUPERVISOR

Regional Administrator, ES-0340-00

STATEMENT OF RESPONSIBILITIES

1. Serves as Chief of Staff to the Regional Administrator and provides advice on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Regional Administration in order to make recommendations to the Regional Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Regional Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational elements.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Regional Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Regional Administrator's office.
4. Represents the Regional Administrator and the Agency at all levels of government, including Federal, State, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the EPA's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Regional Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Regional Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Regional Administrator. Assignments are usually broad-based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Regional Administrator through personal briefings.
6. Represents the Regional Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.
7. Attends conferences for the Regional Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Regional Administrator on matters discussed and recommendations made.
8. Keeps abreast of important developments affecting the Agency's policies and operations and presents background information and personal viewpoints and advice to the Regional Administrator. Reviews the Regional Administrator's press releases and advance copies of other materials to determine consistency with their announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.
9. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, establishes performance standards, appraises staff against these standards, takes disciplinary actions as necessary, and overall administration of human resources and Equal Employment Opportunity programs within the organization.
10. Performs other duties of a close and confidential nature.